TIME SHEET FOR WEEK OF: _____ **2019   EMPLOYEE:** _____

YOU MUST CALL INTO REPORT THAT YOU WILL BE AT WORK, AS ASSIGNED, EVERY DAY BY 3:00 P.M.
TO CALL IN: 828-324-0251;   TO CALL OUT OR TO REPORT AN ISSUE: 828-324-8448

MONDAY   Date:_____

	START	FINISH		START	FINISH
ACCT:			ACCT:		
ACCT:			ACCT:		
ACCT:			ACCT:		

TUESDAY   Date:_____

	START	FINISH		START	FINISH
ACCT:			ACCT:		
ACCT:			ACCT:		
ACCT:			ACCT:		

WEDNESDAY Date:_____

	START	FINISH		START	FINISH
ACCT:			ACCT:		
ACCT:			ACCT:		
ACCT:			ACCT:		

THURSDAY   Date:_____

	START	FINISH		START	FINISH
ACCT:			ACCT:		
ACCT:			ACCT:		
ACCT:			ACCT:		

FRIDAY   Date:_____

	START	FINISH		START	FINISH
ACCT:			ACCT:		
ACCT:			ACCT:		
ACCT:			ACCT:		

SATURDAY Date:_____

	START	FINISH		START	FINISH
ACCT:			ACCT:		
ACCT:			ACCT:		
ACCT:			ACCT:		

SUNDAY   Date:_____

	START	FINISH		START	FINISH
ACCT:			ACCT:		
ACCT:			ACCT:		
ACCT:			ACCT:		

WEEK TOTAL:

EMPLOYEE SIGNATURE

REEDS OFFICE USE ONLY

TIME SHEETS MUST BE TURNED IN NO LATER THAN 5:30 P.M. EVERY MONDAY.
TIMESHEETS CAN BE EMAILED TO ADMIN@REEDSCLEANING.COM, FAXED TO: 828-324-1297